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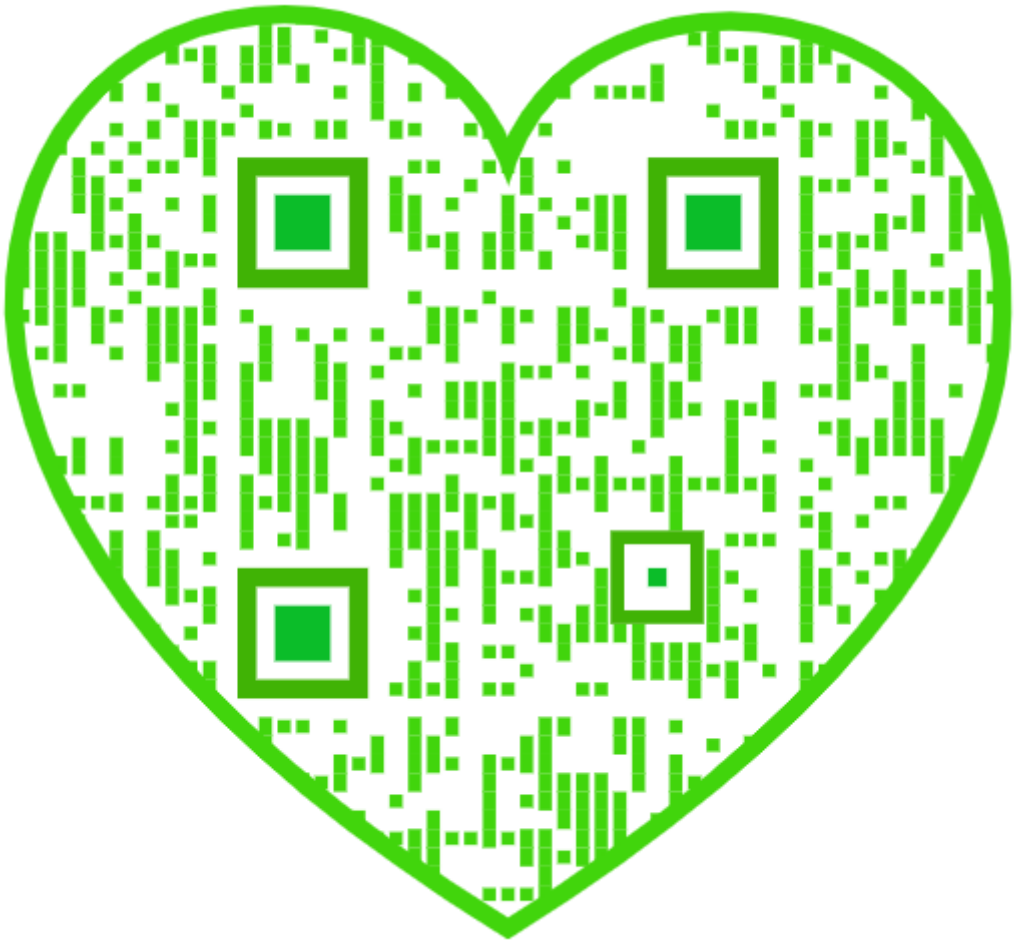

KEY

TO

GRAHAM'S BUSINESS SHORTHAND

BY

CHANDLER SEXTON

NEW YORK

ANDREW J. GRAHAM & CO.

1916

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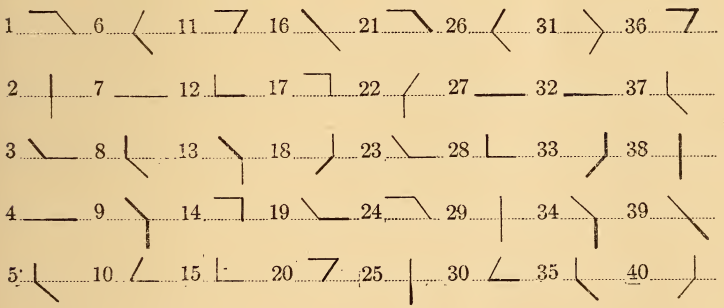
LESSON 1

(Pages 12-13)

Pee-Pee, Pee-Bee, Pee-Tee, Pee-Dee, Pee-Chay, Pee-Jay, Pee-Kay, Pee-Gay, Bee-Pee, Bee-Bee, Bee-Tee, Bee-Dee, Bee-Chay, Bee-Jay, Bee-Kay, Bee-Gay, Tee-Pee, Tee-Bee, Tee-Tee, Tee-Dee, Tee-Chay, Tee-Jay, Tee-Kay, Tee-Gay, Dee-Pee, Dee-Bee, Dee-Tee, Dee-Dee, Dee-Chay, Dee-Jay, Dee-Kay, Dee-Gay, Chay-Pee, Chay-Bee, Chay-Tee, Chay-Dee, Chay-Kay, Chay-Gay, Jay-Pee, Jay-Bee, Jay-Tee, Jay-Dee, Jay-Jay, Jay-Kay, Jay-Gay, Kay-Pee, Kay-Bee, Kay-Tee, Kay-Dee, Kay-Chay, Kay-Jay, Kay-Kay, Kay-Gay, Gay-Pee, Gay-Bee, Gay-Tee, Gay-Dee.

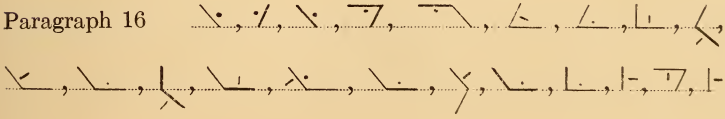


QUESTIONS ON LESSON 1

Name and write the eight strokes of this lesson. Name the light strokes. The heavy ones. What is the *nomenclature* of the Graham system? Where are horizontal strokes written when followed by a descending stroke? What is meant by the term *outline?* What does a hyphen indicate when written between sign-names?

LESSON 2

Paragraph 16



QUESTIONS ON LESSON 2

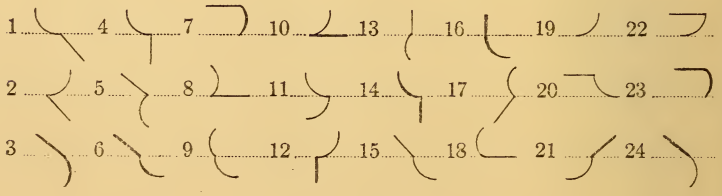
How many vowels are there? How are they represented? How are they named? What is meant by the word *vocalization?* Name the heavy second-place vowels. Which is the dot-vowel? Name the light second-place vowels. Which is the dash-vowel? When a vowel is to be read BEFORE a horizontal stroke, where is it written? When a vowel is to be read AFTER a horizontal stroke, where is it written? When a vowel is to be read before a *slanting* or a *vertical* stroke, where is it wrttien? Where, when it is to be read after such a stroke? Where is a LONG second-place vowel to be written when it occurs between two consonant-strokes? A *short* second-place vowel? How may the word *the* be expressed and joined to other words? How may the words *a, an, and,* be written? What is the position for the horizontal *and*-tick when joined to a tick for *a, an,* or *the*? What is the shorthand period? The hyphen? The dash?

LESSON 3

(Pages 17-18)

1. Ef, Ef-Pee, Pee-Ef, Ef-Tee, Tee-Ef, Ef-Chay, Chay-Ef, Ef-Kay, Kay-Ef, Ef-Ef, Ef-Vee. 2. Vee-Ef, Ef-Ith, Ef-Ef, Ef-Thee, Thee-Ef, Ef-Es, Es-Ef, Ef-Zee, Zee-Ef, Ef-Ish, Ish-Ef, Ef-Zhay. 3. Zhay-Ef; Vee, Vee-Bee, Bee-Vee, Vee-Dee, Dee-Vee, Vee-Jay, Jay-Vee, Vee-Gay, Gay-Vee, Vee-Ith, Ith-Vee. 4. Vee-Thee, Thee-Vee, Vee-Es, Es-Vee, Vee-Zee, Zee-Vee, Vee-Ish, Ish-Vee; Ith, Ith-Pee, Pee-Ith, Ith-Dee, Dee-Ith. 5. Ith-Chay, Jay-Ith, Ith-Kay, Kay-Ith, Ith-Es, Es-Ith, Ith-Zee, Zee-Ith, Ith-Ish, Ish-Ith; Es, Es-Pee. 6. Pee-Es, Es-Dee, Dee-Es, Es-Jay, Jay-Es, Es-Kay, Kay-Es, Es-Es, Es-Ish, Ish-Pee, Ish-Tee.

1 fay, 2 fake, 3 faith, 4 vacate, 5 bathe, 6 say, 7 essay, 8 shape, 9 shake, 10 shave, 11 fetch, 12 chef, 13 death, 14 foe, 15 folk, 16 vogue, 17 oath, 18 sew, 19 show, 20 fudge, 21 thug, 22 shove, 23 shuck, 24 gush.



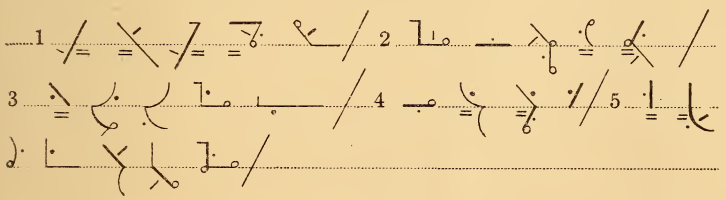
QUESTIONS ON LESSON 3

Name the eight curves taught in this lesson. Name and write in the order in which they are given, all the strokes of the shorthand alphabet that you have had. In what direction are Kay and Gay written? Are the other strokes written upward or downward? Which slant from left to right? Which from right to left? Which are vertical? What strokes are joined to Kay or Gay without an angle?

LESSON 4

(Page 21)

1. Such jokes vex the judge. 2. Joseph shaves Judge Day. 3. Ed ate the eggs and Bess upset the cocoa. 4. Joe Page begs a day's stay. 5. Faith Shay pays Buck Pope's checks. 6. Take a page a day. 7. Abe says the coach upset the keg. 8. Judge Cope says such essays show faith. 9. Cato bakes cake, poaches eggs and aids the chef. 10. Take the cup and save the Dutch cocoa.



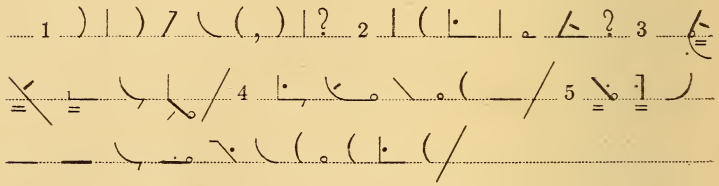
QUESTIONS ON LESSON 4

What are the different signs for *s* and *z*? By what motion is Iss joined to straight lines? To curves? How is Iss written between straight strokes forming an angle? Between straight strokes in the same direction? Between curves? Between straight and curved strokes? When *s* is the only consonant in a word, how is it written? When *s* follows an initial vowel how is the *s* written? When *s* precedes a final vowel, how is the *s* written? How is *s* generally written when it begins a word? How is *s* generally written when it ends a word? When a vowel occurs between two consonants, the second of which is represented by Iss, where is the vowel placed? Give an example.

LESSON 5

(Page 23)

1. Take the cup and soap up for Bess. 2. Do as they say, for it has an advantage for them. 3. Which do they think it shall be? 4. Save the checks and pay for Ed's oak desk. 5. Faith has the eggs for the cake. 6. Jay and Buck usually come together and take up the tapes. 7. Sage & Co. take soap checks for the Dutch cocoa cups. 8. Shove up the tubs and save the space. 9. Was it Joseph's cape? 10. Which object have they come for?

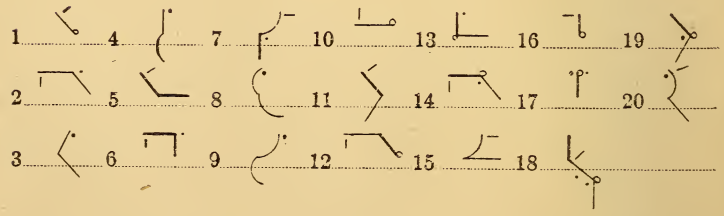


QUESTIONS ON LESSON 5

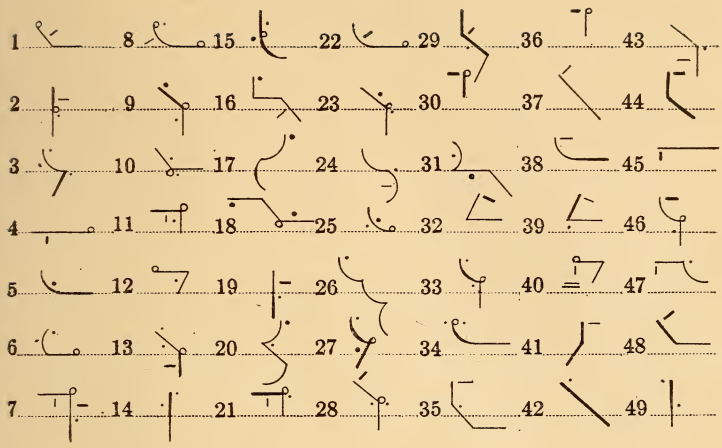
Why are word-signs sometimes written out of the position of their accented vowel? How is the position of a word-sign indicated by its name? Illustrate.

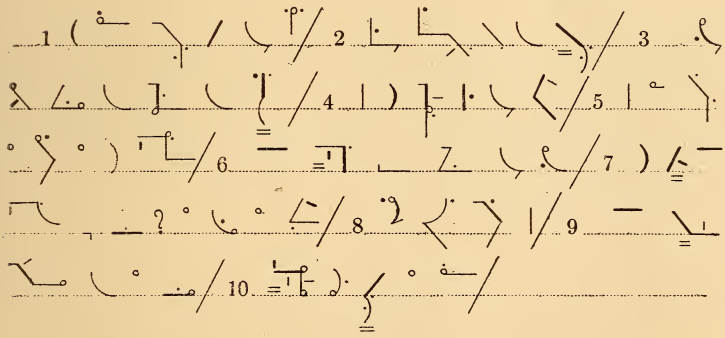
LESSON 6

(Page 25)



1. Buy the box for Dick. 2. Take time and visit the sick. 3. A dollar is the usual office fee. 4. She has given Jessie a teacup. 5. His talk was as common as usual. 6. If they come give them coffee, cakes, and cheese. 7. Katie and Bob each has a dollar for the show. 8. Is Bessie as cautious as she was? 9. Jacob has a check for Joseph. 10. They shall have them if they wish.





QUESTIONS ON LESSON 6

Name the four first-place vowels? Where are they written? Which are the dash-vowels? Is the sound expressed by the light first-place dash-vowel represented sometimes by *o* and sometimes by *a*? Give an example of each. Name the first-place light dot-vowel. What is the first-position for words? The second-position for words? Where is a first-place vowel written when it occurs between two strokes?

LESSON 7

(Pages 28-29)

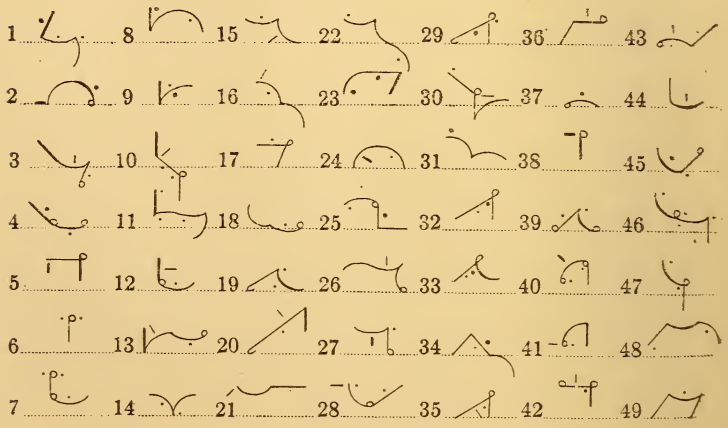
1. Eel, seal, lea, lease, pill, spill, lip, slip, lisp, lick, slick.
2. Limb, slim, link, slink, ear, sear, sirup, rim, serum.
3. Reap, writ, rich, ridge, rig, wreath, reel, rear, sorrow, ring, risk.
4. Receive, maul, small, nip, snip, knob, snob, sneak, kneel.
5. Ink, sing, sink, singer, Swiss, sweep, swap, swab, swallow, swim.
6. Swing, hollow, horrid, horror.
7. Ale, sail, else, less, lusty, ledge, sledge, lave, slave, sailor.
8. Celery, slum, err, sir, erase, herb, irksome, early, surly.
9. Error, roam, rum, erring, rail, rare, rainy, rung, mail, smell.
10. Mare, main, money, mason, knell, name, sung, sunk, tongue.
11. Way, sway, swathe, swell, swum, swung, yes, hay haze, hasty, Soho.

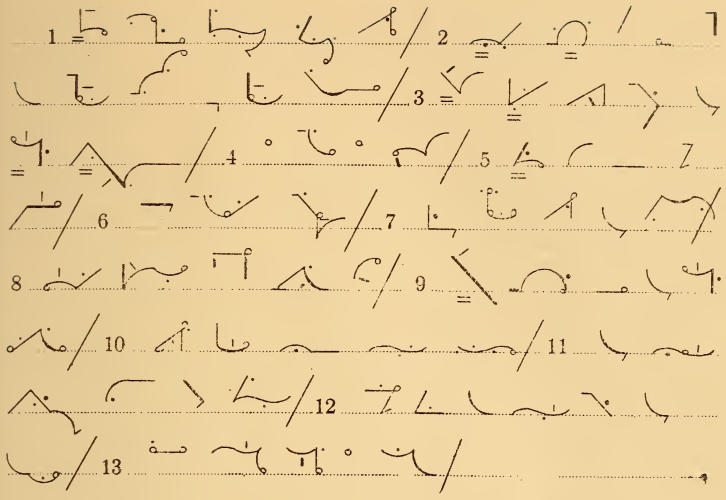
James Davey,
Bay City.

Sir:

Kibby & Dick, Chicago, say they have given Fox 90 days, which is the usual time for such a job, and shall have Fitch and Cody take it together, if they wish. Fox says the bay is so deep big ships come up by the city docks and so save a day's time, which is an advantage for them.

If Fox stays by the job it is safe.





QUESTIONS ON LESSON 7

Name the consonant strokes taught in this lesson. What three strokes are written upward? In what direction are Ar, Way, and Yay always written? When Chay and Ray stand alone, how can you tell them apart? How can you distinguish them when joined to a stroke? How should Iss be joined to Hay? What is the difference in the appearance of the forms Iss-Hay and Iss-Ray?

LESSON 8

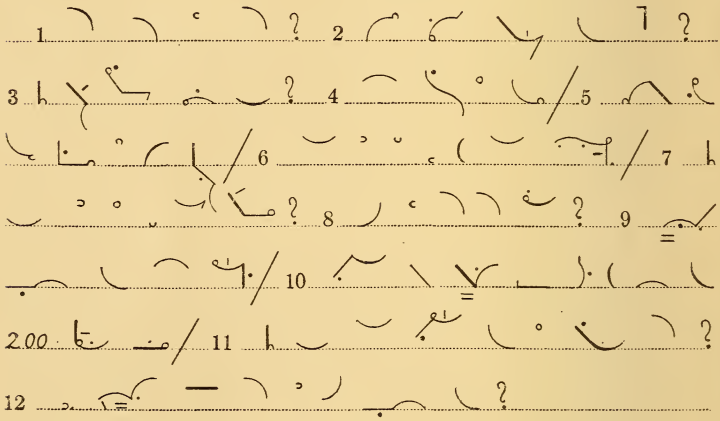
(Pages 32-33)

1. Are you ready for lunch? 2. Do you know your lesson? 3. Will they come for you? 4. What will they give you for it? 5. Have you anything for them? 6. You are forever in a hurry. 7. You will become sick if you eat it. 8. Will you give him your check for the bill? 9. They take a daily lesson for which they pay a dollar. 10. Will they stay here if you wish it? 11. They were sick in the office. 12 Has Mary come for her box? 13. It is a year since they were here. 14. It was a chilly day in May. 15. Was it here you saw him? 16. We have no time for such nonsense. 17. We shall take what you give. 18. What a heavy day it was. 19. Would the smoke choke you? 20. Would it do for you and me? 21. Have you money enough for the air-ship? 22. They would do it for you as

readily as for me. 23. Tom Miller says you may have the box for a dollar. 24. Will you sell me a dozen eggs?

Joseph Esty,
Amesbury.
Sir:

Foley & Smith may make a sale if they have the buggy by Sunday. They have the money and will give you a check for the buggy and for the coach if you make no delay.



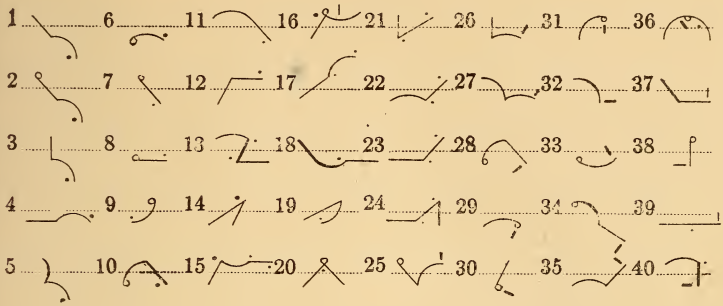
QUESTIONS ON LESSON 8

Name and write the two brief signs for *w*. For *y*. How are compound words composed of word-signs usually written? What is meant by "phrase-writing?" Do the ticks for *a, an, and, the* determine the position of a phrase-sign? In what position is the first word of a phrase usually written? Is *as* ever taken out of its position? Illustrate.

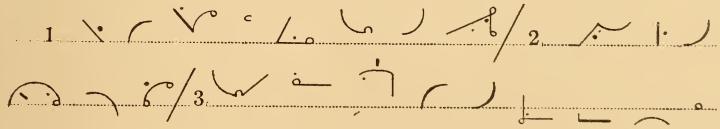
LESSON 9

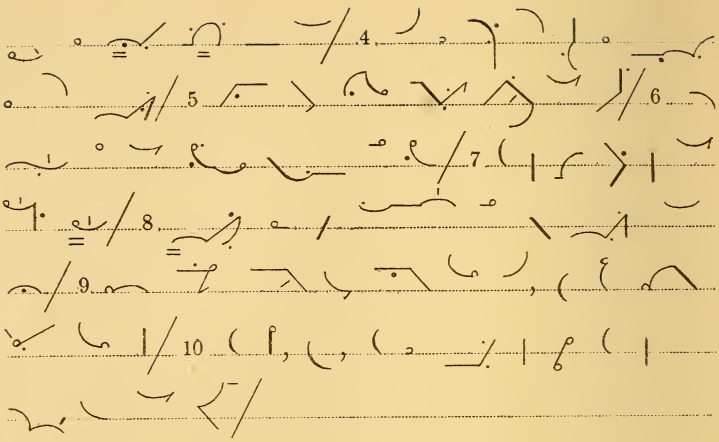
(Pages 34-37)

1. Bar, balm, char, far, arm, alarm, mar, path, pass, gas.
2. Castle, lass, mass, bask, passer, gasp, mask, hasp.
3. Pool, tool, coop, cool, loom, room, soup, soothe, took.
4. Shook, nook, pull, rook.



1. We thank you for the many happy days we have had since we came here and we hope you may have as many at our home. 2. Martha and Alice will be happy if they go away together for the summer. 3. What will the charge be for an advertisement two inches long in the *Daily Echo?* 4. Will you come out for our party? 5. Shall we give Adam anything for his birthday? 6. You may have it if you see any advantage in it. 7. Such mistakes are common enough. 8. Why do you object? 9. What object do you suppose they had? 10. You may use as much as you wish. 11. Will you give him your check for the March bill? 12. You will see him if you go beyond the fence. 13. We shall hear her if she sings at Kelly's. 14. Would they buy the whole piece? 15. Has the sun risen yet? 16. Do you know what language she speaks? 17. If you go by Thompson's, buy some tea and coffee. 18. Were they home Sunday? 20. Is the advertisement large enough? 21. We hope to be back in a few days. 22. Each dollar, however, will go for some specific purpose. 23. Do you usually advertise so much in the dailies? 24. Ridgeway & Co. will buy it at any time. 25. Which way was it you took them? 26. Do you think a thousand dollars would be a fair sum for us? 27. Will you ever have a spare hour? 28. What is the use, so long as we shall own the whole thing in a year? 29. Come along with us, it is years since you were here and you have changed much. 30. We saw no change in the advertisement in the Sunday issue. 31. His son has come and thanked us. 32. Though my home was given up, it was with the usual heavy loss.



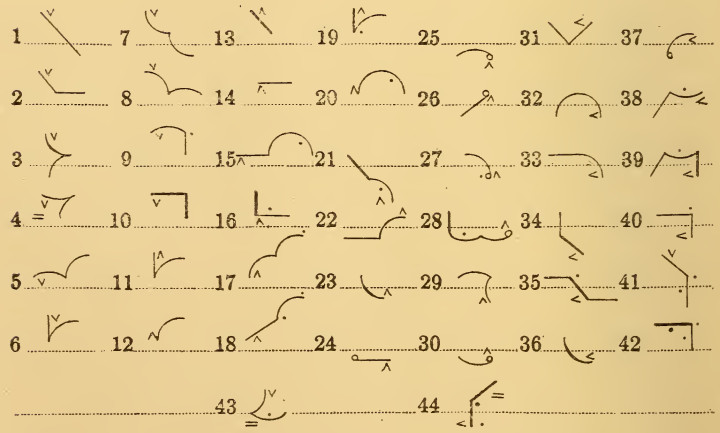


QUESTIONS ON LESSON 9

What are the third-place vowels? Where are they written? Illustrate each by a word that is not given in this lesson. What is the third position for an outline? When a third-place vowel occurs between two consonants, where is it written?

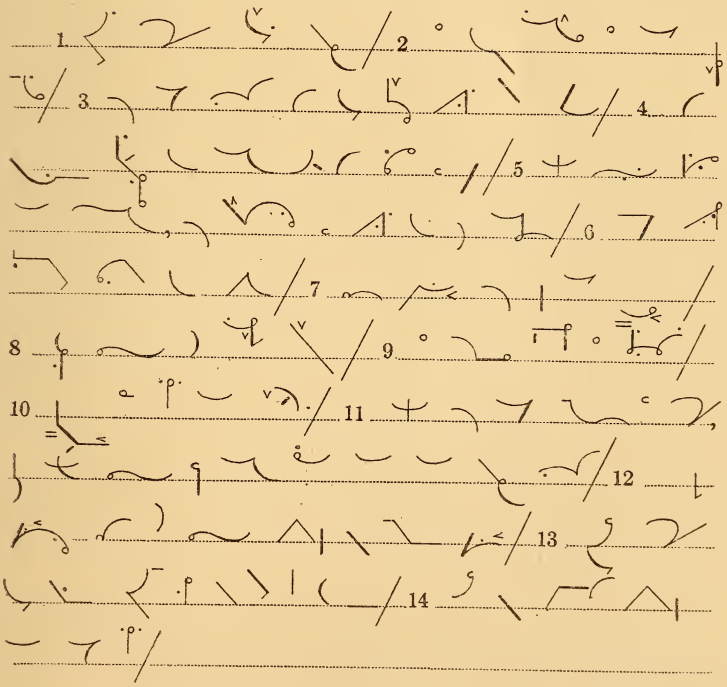
LESSON 10

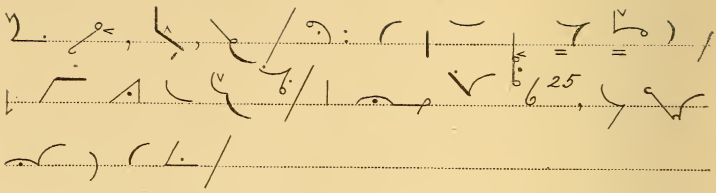
(Pages 40-42)



NOTE.—See outlines for *power*, *pure*, *poor* on page 163 of the text.

1. Your neckties are in your bureau. 2. Cheyenne is in Wyoming, Elmira in New York, DuBois in Pennsylvania, and Lima in Ohio. 3. Are you familiar with the irregularity in the Custom House? 4. Our sales in November and December are always small; nevertheless, we make up the loss in January and February. 5. We manufacture the machinery in Massachusetts. 6. We acknowledge your familiarity with the case. 7. We shall be represented by Owen Cowley, notwithstanding his peculiarity. 8. Something may come up and save the poor boy. 9. We respectfully refuse the fee. 10. Shall we have your knowledge for our advantage at the reference? 11. Howe & Co. never represent regular buyers.





QUESTIONS ON LESSON **10**

Name and write the four diphthongs. When may the diphthongs be joined to strokes? When the first two letters of a word are vowels represented by separate signs, how are they written? When the last two letters of a word are vowels represented by separate signs, how are they written? When two vowels occur between two conconant strokes, how are they written? What is a contraction?

LESSON 11

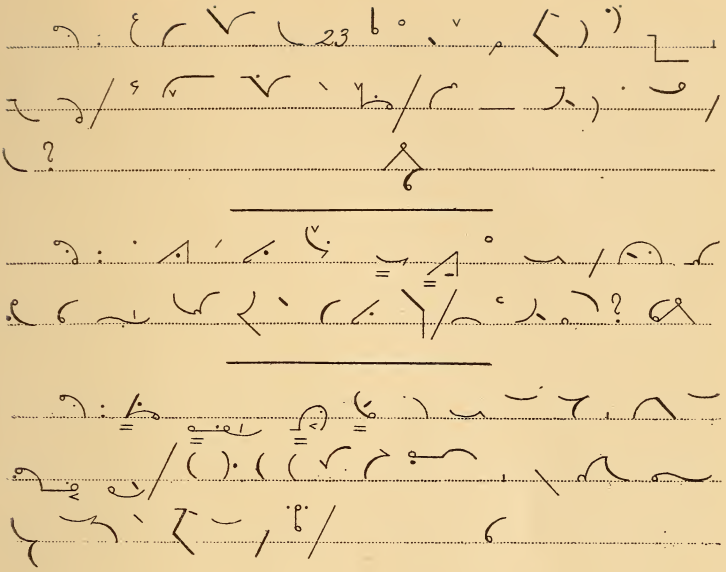
(Pages 45-46)

1. The boys will have a nice day for the race on the lake. 2. Give him a receipt and Harry will wrap up the books. 3. It seems now as if all the shops on Sixth Avenue below the ice house would be on fire soon. 4. You already know your lesson, so why are you in such awe of me? 5. They ought to be here in time for tea. 6. You or she may have to come for us. 7. Oh, you owe me so much now I fear you will never pay it all. 8. Do you know who came with us? 9. Whom do you know here? 10. You may take it now, but come back with it soon. 11. I should think two dollars a dozen was too much for them. 12. You, yourself, said they were uncommonly nice boys. 13. Why will it be disadvantageous for them to come here? 14. She herself advertises largely in magazines. 15. The thing is right in itself. 16. It is all right so far as I know. 17. What advantages do you think it has for us? 18. Come early so as to hear Miss Fisk. 19. The house is ours and we shall sell it if we wish to. 20. Come with us to his party.

Sir:

We think it beyond all reason for you to ask us to allow you ninety days time on the bill, already due. The rate given you was for cash in thirty days. As you sell for cash the sale of the desks has given you money enough to pay our bill and we think you should do so now.

Yours,



QUESTIONS ON LESSON **11**

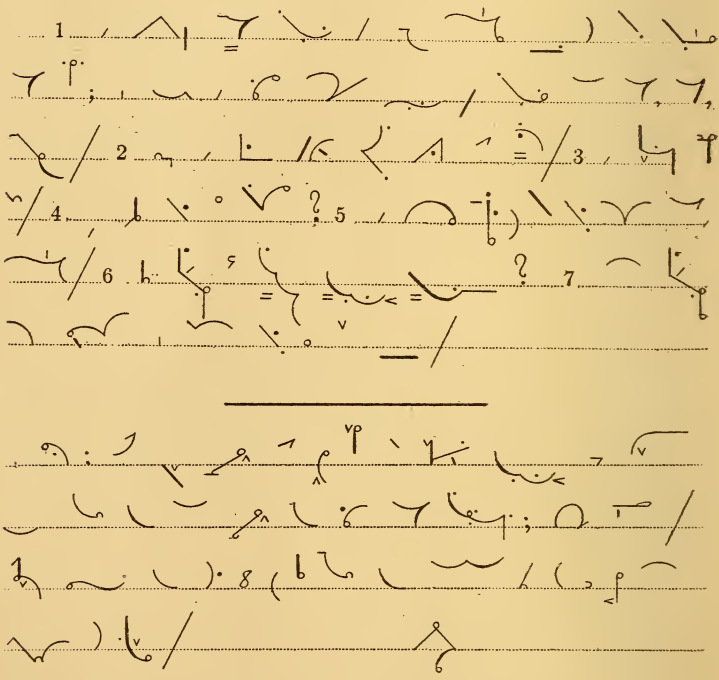
Explain the plan of naming the dash-vowel word-signs. Write the vowel and diphthong word-signs, their names, and the words for which they stand. How are derivative word-signs formed? When a tick is joined to a dash-vowel word-sign, which of the two words determines the position? Illustrate. State the uses for which Iss may be added to word-signs.

LESSON 12

(Pages 50-51)

1. I am anxious to sell my house in New York City. 2. I will accommodate them by paying the bill today. 3. I do so hope you will advise him to aid her. 4. I had no object in view besides taking him home. 5. How was he to hasten to Chicago if he had no money to pay his fare? 6. How will you ship the box for the Massachusetts mill? 7. How many days will it take for them to reach here? 8. How soon will the new machinery be ready for us? 9. He wishes the invoice to accompany the package. 10. He may deposit the checks if he has the bank book. 11. He thinks he will go away Tuesday, for he has much to do; but he hopes to be back Sunday. 12. Is

he as busy as he was in February? 13. Has the check of the Pennsylvania Gas Company come yet? 14. You and I are doing enough for them now. 15. What I said is so, and they know it. 16. He is showing the way to hasten the task by always being early. 17. Many bills are now due. 18. She is taking a music lesson now. 19. You may have the cup also if you fancy it.



QUESTIONS ON LESSON 12

In what position must the *I*-tick be written when it begins a phrase? The *he*-tick? The *how*-tick? Name the three prefixes that you have learned? By what are they represented? Name the two suffixes. By what are they represented? In what way may the suffix *ing* be indicated by the ticks for *the, a, an, and?* In what way may the omission of the words *of the* be indicated? How may the omission of *to* be indicated?

LESSON 13

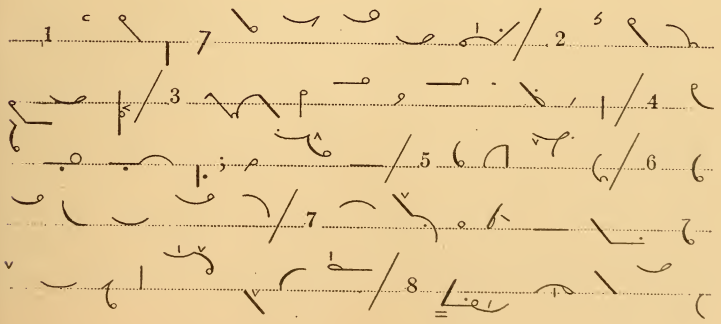
(Pages 54-55)

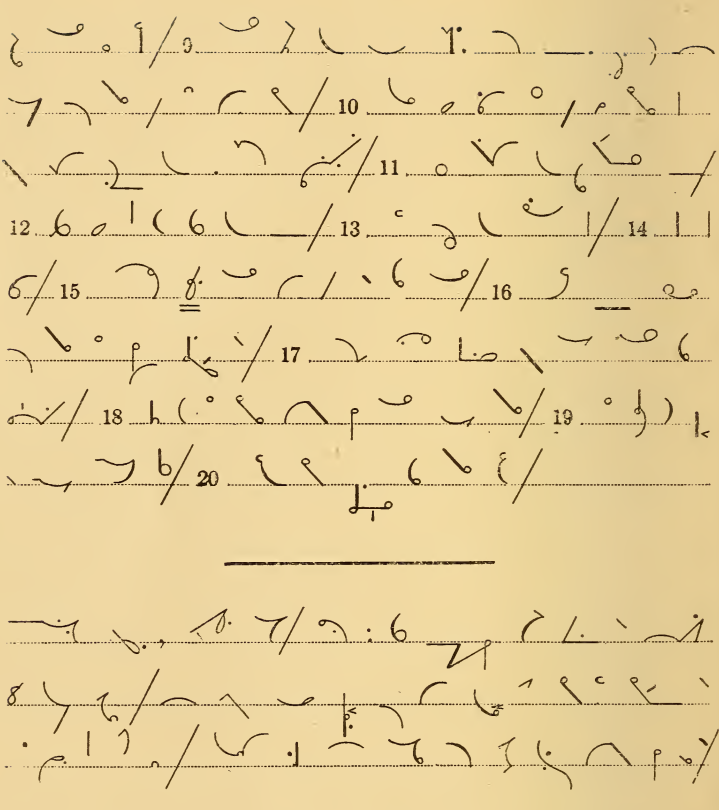
1. These steps are several inches too high. 2. If you will state your reasons for asking me to do this I may be influenced by them. 3. You should make a synopsis of the subject for home study. 4. Best & Co. are advertising a sale at the Fifth Avenue store. 5. Many companies are now using posters for advertising in large cities. 6. Because of your success, I will give you first choice. 7. If you possess the desire to go ahead, nothing will keep you back. 8. Your destiny rests in yourself. 9. The exhaust pipe of the boiler was rusty. 10. These posts must be fixed by next Tuesday. 11. I had guessed the answer several days ago. 12. Post the slips on the March invoice. 13. Mrs. Jackson is giving a party for the Misses Sylvester, of Albany, New York. 14. If you write "disease" and "decease" as here, no mistakes will arise. 15. This subject should be discussed next Tuesday. 16. If you will use your influence, we think the bill will be passed in the lower house. 17. Because of outside influences, the envoy's schemes were upset. 18. You must decide for yourself. 19. He was influenced by money. 20. What are you going to do with the rings? 21. How is your son succeeding in the jewelry business? 22. He has no conscience in business affairs. 23. You will accommodate us by being on time. 24. What you and I do will have no influence on him. 25. What I said to the committee caused them to change the time for the hearing.

Sir:

Acknowledging receipt of yours of December 16, we beg to advise we have today disposed of your Erie common stock at par, and for which we attach check for fifteen thousand dollars.

Yours respectfully,





QUESTIONS ON LESSON 13

What sounds are represented by a small loop at the beginning of a stroke? At the end of a stroke? What is the name of this loop? What sounds are represented by a large loop at the end of a stroke? What is the name of this loop? What sounds are represented by a large circle? What is the name of this circle? How may a vowel be written between the sounds expressed by Ses. How should the *the*-tick be joined to a loop? How should it be joined to Ses? How can any two Iss word-signs be written as a phrase? What is the position for such a phrase? How is *Mrs.* distinguished from *Misses* in its shorthand outline? *Decease* from *disease?*

LESSON 14

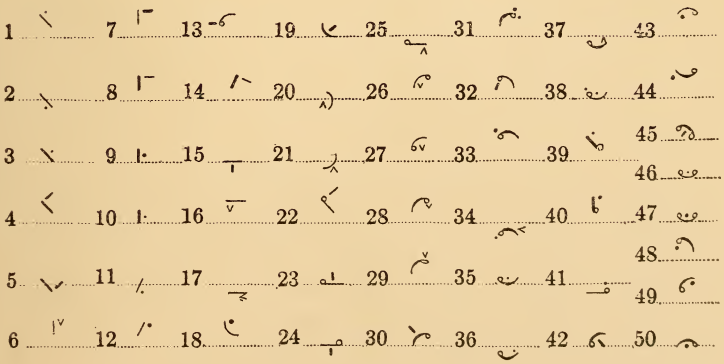
(Pages 59-60)

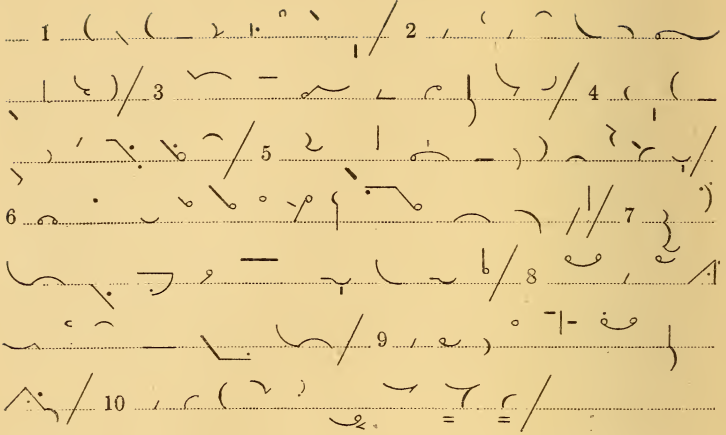
1. Our establishment in the United States reports under date of December 3 that it has made about five thousand dollars. 2. We hoped the goods would be received by August 1. 3. We have heard that you expect to be in the market for silks after February 1. 4. I could have used some of it immediately if it had reached here last night. 5. Did you read the astonishing news about Roosevelt in today's *World?* 6. Naturally, I was somewhat astonished that he let us in without a pass. 7. Is it not put up in packages? 8. I thought you wished to let your house for a hundred dollars a month. 9. I might do it quite easily, but I doubt it. 10. Is not cotton just as high as it was last summer?

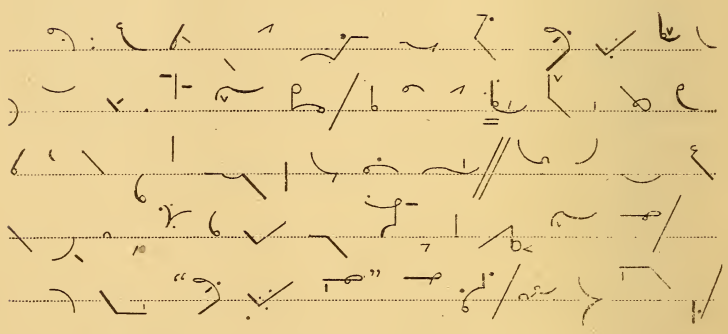
Sir:

Acknowledging receipt of yours of July 22, we suggest that though you are without doubt getting good results with the machinery we sold you several years ago, we now have something so much better that we think you will wish to adopt it immediately. The cost of installing this new type is not as much as you might at first suppose, so we hope you will let us know what time would be best for our sales agent to see you about this.

Yours respectfully,







QUESTIONS ON LESSON 14

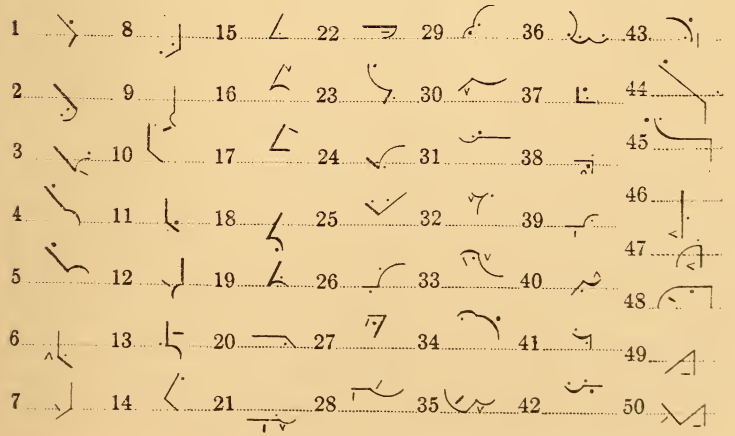
What are the sounds added by halving? How are the names of the half-lengths formed? What is the practice to be followed when halving the strokes *Lay, Ar, Em* and *En* to add *d*? In what direction should *Eld* be written? What is the order of reading and vocalizing half-lengths? How should final *rd* be written when it follows *Em, Ef, Vee* or *Lay*? How are the syllables *ted, ded* usually written? In what position are *put, about, doubt* written and why?

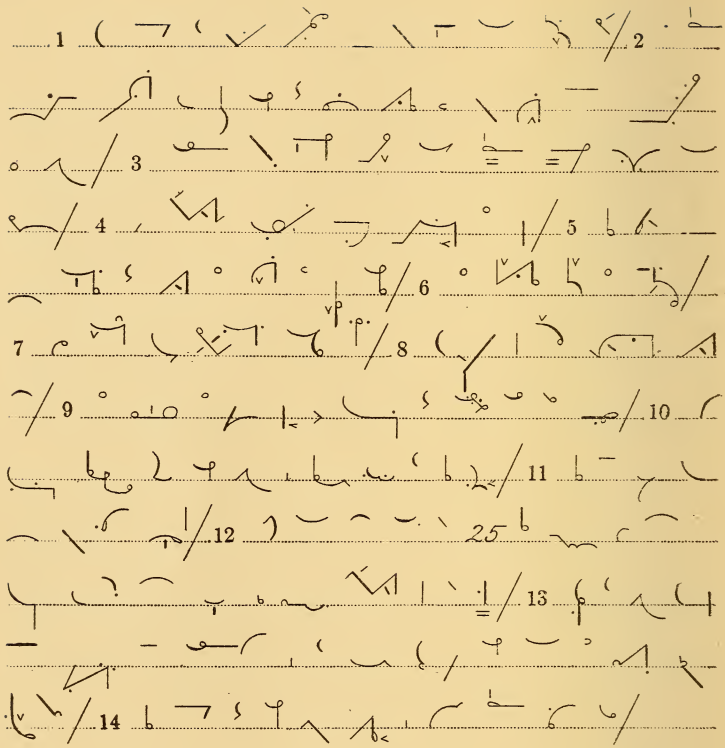
LESSON 15

(Pages 63–64)

1. Appetite, pitched, packed, epithet, pushed, upshot, pelt, polite, appealed, compelled. 2. Compared, budged, begged, befit, bethought, bathed, biased, bullet, tipped, ticked, toiled. 3. Tarred, ditched, conduct, adult, delayed, adored, checked, condemned, chilled, jobbed, eject, jeweled, cashed. 4. Violate, theft, assailed, rushed, armed, moved, mild, unfit, named. 5. Potato, potash, aptly, better, bottom, detail, deadly, detach, cattle. 6. Written, redeem, notify, needle, metal, madam, fortified, ascertained, legitimate. 7. Abduct, beautified, detached, deduct, agitated, affidavit, evident, estimate, astound, ultimate, latitude. 8. Retailed, redeemed, retained, modfied, midnight, indicted, undoubted, intend, untold, imitated, meditate. 9. Deeded, doubted, emphatic; pity, duty, veto, into, motto, piped. 10. Cooked, reared, fagged, vacate, slacked.

1. These bills are due and must be paid by September 1. 2. They judged it wise to leave that business somewhat to the architect. 3. A note for two hundred and fifty dollars, sixty days, dated September 24, signed by Little & Co., was received last night. 4. Did you not anticipate this early last August? 5. Martin & Sons have bought the lot on Scott Avenue for fifteen hundred dollars. 6. He said he was astonished that you used the money for the establishment of a business of such a nature without consulting him.





QUESTIONS ON LESSON 15

If the joining of a half-length to another stroke would make it impossible to tell where the one stroke began and the other ended, would such a joining be allowable? How should the sound of *t* or *d* be expressed in such a case? Why is *e* omitted in writing *modest*? Write *esteem*. Where is the heavy *e* vowel written? Why? How must *t* or *d* be expressed when preceding a final vowel, or a vowel and final *s*? Illustrate. When a word has two vowels and only two consonants, one of which is *t* or *d*, should that *t* or *d* be expressed by halving? When initial *r* is represented by *Ray* and is followed by final *t* or *d*, how should that *t* or *d* be expressed? Illustrate.

LESSON 16

(Pages 67-69)

1. We are well aware that you went with him. 2. We will go forward when one of you is willing to lead the way. 3. We know you will do well when you get work. 4. James has succeeded in paying for his home in Swartsville. 5. He is fighting onward and upward to better things.

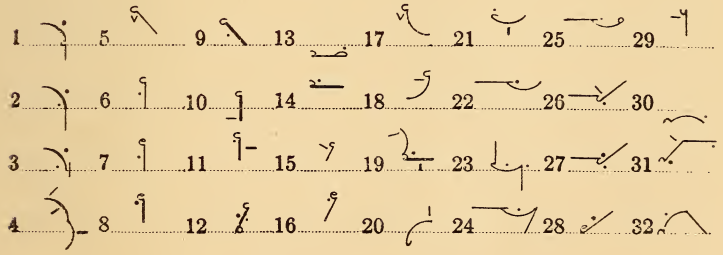
1. Worcester, Wyandotte, Webster, Waukesha, Wausau, Wabash, Wichita, Wellesley, Ware. 2. Waltham, Weymouth, Winona, Winchester, Woonsocket, Waynesboro, Winsted.

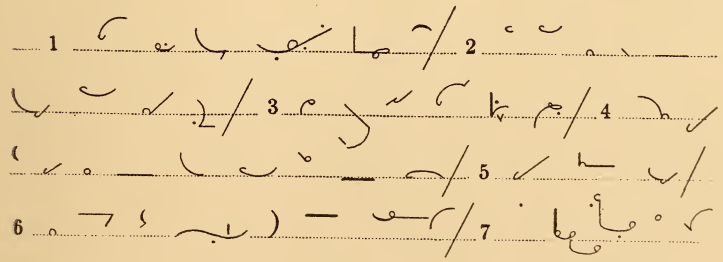
Edwin Wood, Esq.,
Fort Wayne.

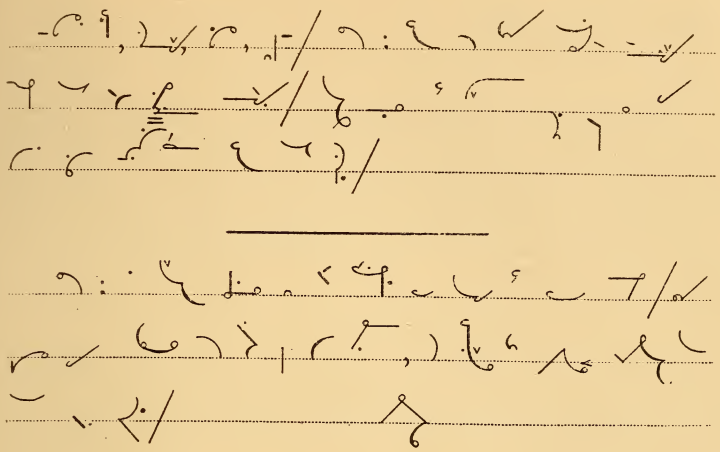
Sir:

I think I left a small package tied with red twine in your office last Wednesday, for I went off in a hurry and afterward, when I thought about it, it seemed to me that the last time I had it was while talking to you. If you have seen such a package will you not put it aside for me so that I may get it when I come in next week?

Yours,







QUESTIONS ON LESSON **16**

Describe and name the brief signs for *w*. In which direction does each open? Describe and name the brief signs for *y*. In which direction does each open? Can these brief signs for *w* and *y* be vocalized? If the Brief Way and Yay signs can not be vocalized, how must *w* or *y* be represented when it is the only consonant in a word, or when it follows an initial vowel? Illustrate. When *w* or *y* is followed by two consecutive vowels, how should it be represented? How is Brief Way joined to Lay, El, Ray, Em, or En? What is Brief Way called when so joined? How is it joined to other strokes? Can Brief Way be joined in the middle of a word? Can Iss be prefixed to Brief Way? Is Iss prefixed to any Way-hook sign besides Wer? How is Brief Yay joined to strokes?

LESSON 17

(Pages 72-73)

1. Bewail, squeeze, twitch, equip, quit, quick, quill. 2. Squib, herewith, quota, quoted; radiate, foliage. 3. Maniac, opium, bilious, populous, century, Europe, usury.

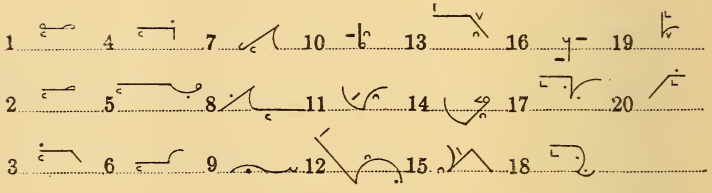
1. If we were to do so we would let you know. 2. They said they would yet get some one who could meet his needs. 3. With what sort of a company are you now connected? 4. Would you, yourself, do what you are asking of him? 5. They were with my nephew in Unadilla, N. Y., after they were with you. 6. Would what they said obviate the need of sending for his references?

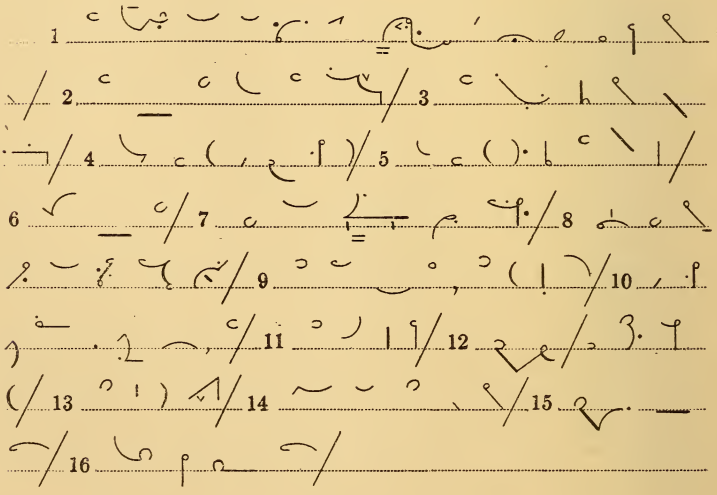
York's Book Store,
Salt Lake City.

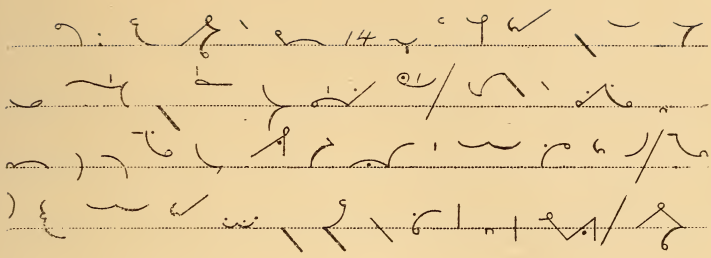
Sirs:

If you have any reporting note-books such as you sold us several weeks ago, send us two dozen immediately by post. These books are satisfactory and we have no desire to use anything else. We would also like three reams of 8 x 11, if you have it, of the same stock as the note-books. Send bill with the goods and we will remit immediately.

Yours respectfully,





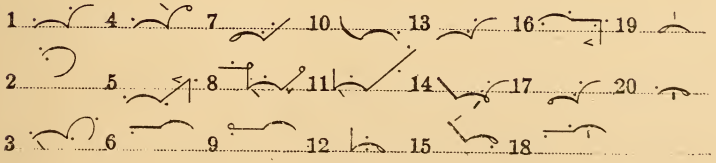


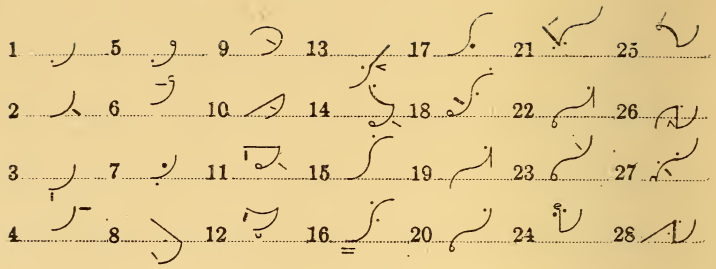
QUESTIONS ON LESSON 17

When *w* occurs between two consonant strokes and can not easily be expressed by the Way-hook or Brief Way joined, how may it and the following vowel be expressed? When writing Brief Way in a vowel place, how do you show whether a dot or a dash vowel is represented? How do you show whether it is a long or a short vowel? For what two purposes may Brief Yay be written in the vowel places? When Brief Yay is written in a vowel place, how do you show whether a dot or dash vowel is represented? Whether it is heavy or light? How is *w* and a following *i* diphthong sometimes represented? For what purpose may Brief Way and Yay signs be enlarged? What determines the position of an enlarged Brief Way or Yay phrase-sign? Should the sign be horizontal or inclined when both words of the phrase begin with *w*? Should it open to the right or the left when the first word is *we, with,* or *were*? How should it open when when the first word is *what* or *would*? In what direction should the phrase-sign open when the second word of the phrase begins with *y*? Should the sign be inclined or horizontal? In what direction should the phrase sign for *you were* and *you would* open? Should this sign be vertical or inclined?

LESSON 18

(Pages 75-78)



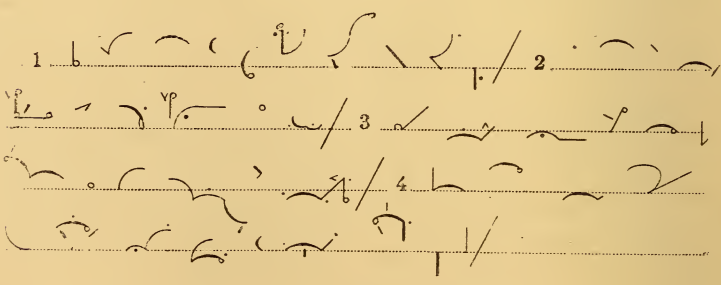


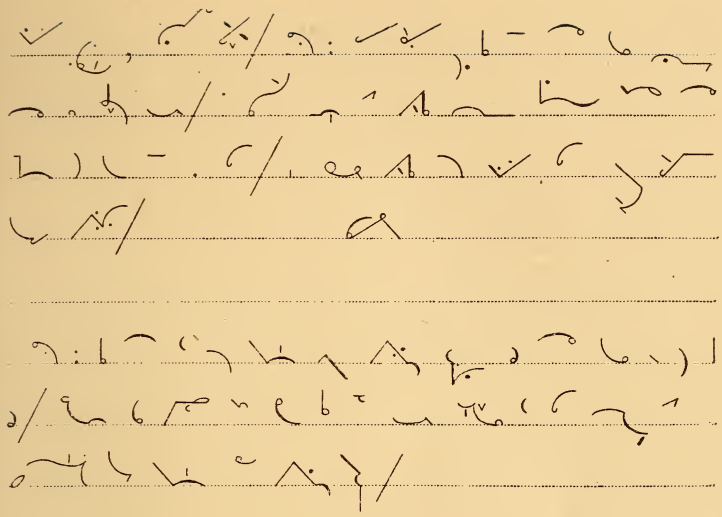
1. The embargo of the United States on arms for Mexico has an important bearing on the war in that unhappy Republic. 2. It may be important to make the improvements you request, but it is an impossibility to make them now. 3. I am happy to see that your writing has improved so much since you commenced this important study. 4. It shows the importance of regularity in your work. 5. The impossibilities of which you speak exist wholly in your thought. 6. How do you like that Swedish metal-polish? 7. The four-oared shell was upset when the wind lashed the lake. 8. The pool is too shallow.

James Champ,
Fort Wayne, Ind.

Sir:

We are sending you by post samples of embossed work which we think will interest you as an advertising medium. Such work is extensively used for advertising purposes and is giving unusually satisfactory results. Should these designs not suit you, we could make a special one for you, as we have improved machinery for making embossing stamps.





QUESTIONS ON LESSON 18

When *p* or *b* is the next sound after *m*, how may that *p* or *b* be expressed? Can a vowel be placed so as to be read between *m* and a *p* or *b* that is indicated by shading *m*? How must a vowel be read that is placed beside Emp or Emb? When the stroke for *sh* is written upward what is it called? When is Shay used?

LESSON 19

(Pages 79-80)

1. My house is heated by steam but I think hot air is better. 2. If you will wait awhile, I will go with you to Omaha to buy hay. 3. It is hard to get the necessary help to harvest the wheat of the United States. 4. Catch hold of that halyard and hoist the ensign. 5. I am in hearty sympathy with what you are doing to make the boys' holidays happy ones.

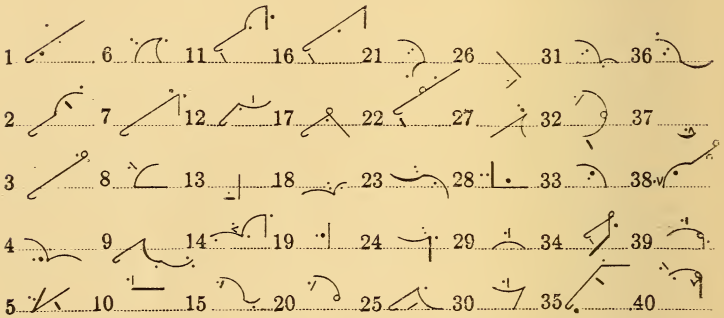
HIRAM J. HENSON,
Holyoke, Mass.

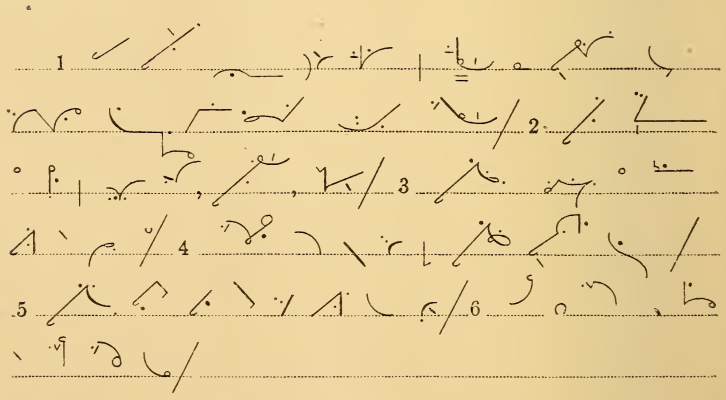
Sir:

Yours of May 1 received. We are happy to say that we have on hand about one hundred and fifty horses and think that without

doubt among them are several of the size and style you want. If you will come to the farm we will hitch up any pair you like the looks of and you may test them as much as you wish. We have one matched pair of heavy bays which is speedy and has a stylish gait.

Yours respectfully,





QUESTIONS ON LESSON 19

What are the two ways of expressing *h*?
What are the cases in which Hay is used?
When is Heh used?

LESSON 20

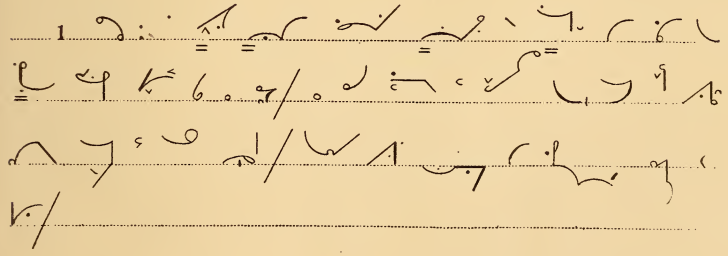
(Pages 83-84)

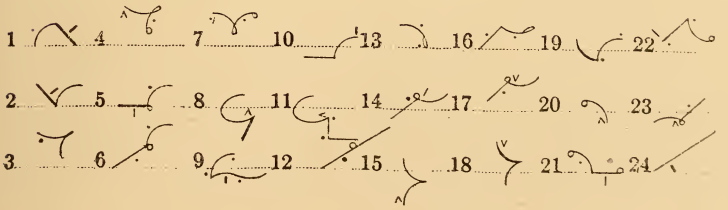
1. Lustre, holster, sluices; leap, lobe, lattice, leech, ledge, leak.
2. Laugh, love, lath, lassie, lash, lull, lulled, lower, lured.
3. Lurid, lamb, leeway, Lehigh, league, legacy, lenses, lunacy.
4. Lunch, lanced, lunge, luminous, loosens, lank, limp, lamplight.
5. Lamp-post; alike, elect, elected, alum, ultimo, illuminate, alcohol.
6. Foul, veal, roll, rolled, scale, scaly, scaled, fiscal, tongueless.
7. Right, rude, reach, revoke, wrath, ruin, reason.
8. Parry, parried, parrot, bury, buried, tarry, tarried, cherry, carry.
9. Ferry, vary, thorough, theory, zero, sherry, usury, merry, narrow.
10. Worthier, mire, rare, boxer, reviser, announcer.
11. Europe, irksome, organize, oral; rum, romancer.

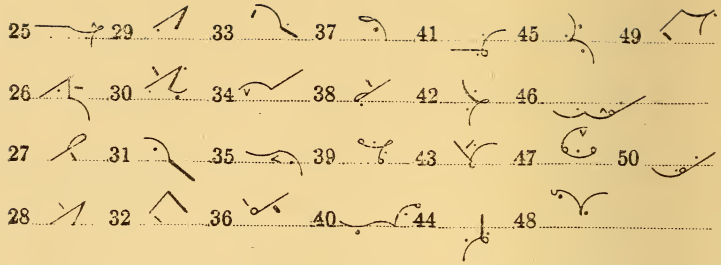
Ernest Thayer, Esq.,
Emporia.

Sir:

In filing your schedule of rates in this office you omitted to state what your charge is for regular daily service in the summer months. Will you see that this error is rectified?







QUESTIONS ON LESSON **20**

Which of the directions of the stroke for *l* is most frequently used? How should initial *l* followed by Gay, En, Sen, Ing, Emp, or Emb be expressed? How should *l* after an initial vowel and followed by Kay, Gay, Em, En, Sen, Emp, or Emb be expressed? How should *l* generally be written after Skay, En, or Ing? How should final *l* generally be written after Ef, Vee, or Ray? How should *r* be written when it begins a word and is the only stroke consonant in it? How should *r* be written when it precedes Tee, Dee, Chay, Jay, Ef, Vee, Ith, Thee, En, or Sen? How should *r* be written after Ith, Ray, Em, Kays, Gays, Efs, Vees, Ems, Ens, Ings? How should *r* be written at the end of a word if it is preceded and followed by a vowel? How should initial *r* be written before *m* or *sm*?

LESSON 21

(Pages 88-90)

1. Plea, plead, pleaded, plow, plowed, complete, completed, completeness, completely, play, plate, plated. 2. Blood, bloody, blood-vessel, please, pleased, pleases, place, displace, misplace, unplaced, idle, idled. 3. Idleness, chattel, battle, battled, bottled, claim, claimed, exclaim, disclaim. 4. Double, clothe, clothed, clothes, close, enclose, include, exclude, exclusive. 5. Clock, cloak, oblige, bevel, table, noticeable, medal, noble, blissful. 6. Deathly, shovel, muffle, novel, initial, bushel, rashly, slavishly, official. 7. Woeful, whittle, wobble, camel, animal, funnel, rural, plural.

1. We supplied work for all the people who applied today and shall, we believe, have enough for all who will apply next week. 2. Do you believe it really belonged to his family? 3. What relation is he to you? 4. He is related to me by marriage. 5. I am told Mitchell is building a house in Buffalo like the one you built in Los Angeles. 6. You will realize how valuable it is when it becomes available.

7. Tell them to wait until at least its full value may be realized 8. You should not avoid calling until it is too late to settle the difficulty. 9. It is calculated that he is worth a million, exclusive of what the business yields him. 10. Is she capable?

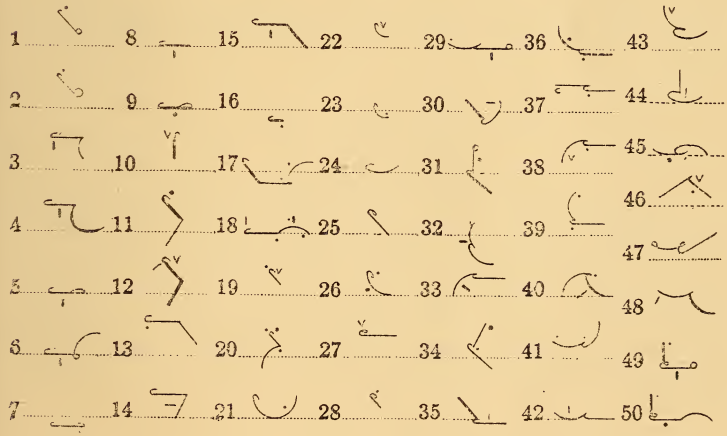
MERRILL BLAKE, ESQ.,
5 Clay Avenue,
Chelsea, Mass.

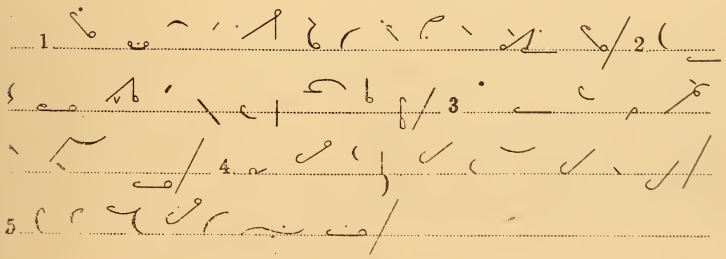
Sir:

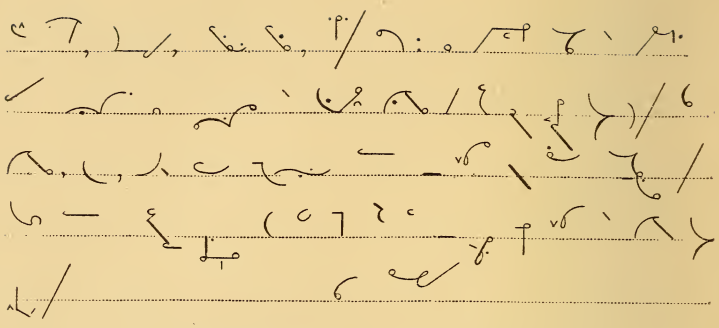
Replying to yours of the 1st inst., we say that on Wednesday of last week we shipped you two oak flat-top desks, for which we enclose bill.

Hoping they will reach you safely, we are,

Yours,







QUESTIONS ON LESSON **21**

Name the strokes to which the small L-hook may be joined, the large L-hook. On what side of straight strokes is the L-hook joined? Does the L-hook read before or after the sound of the stroke to which it is joined? How may the Iss-circle be prefixed to the L-hook? What words may be expressed by the addition of an L-hook to word-signs?

LESSON 22

(Pages 94-95)

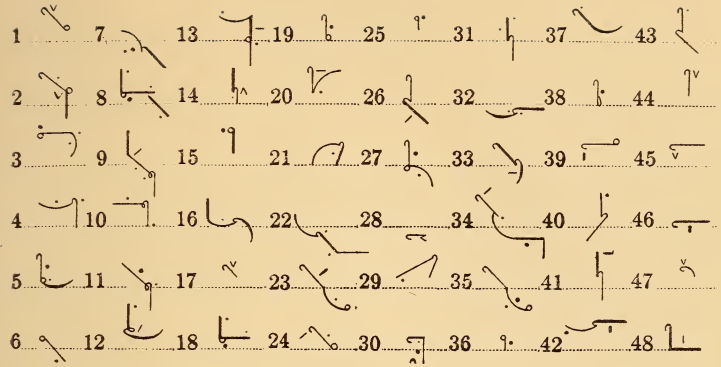
1. Upper, operate, operated, operator, utter, uttered, adder, draw, drawer, grow, grows. 2. Grossest, grocer, grossly, offer, offered, fraud, fray, affray, afraid, hither, throw. 3. Throat, crew, cruise, cruised, cruises, cruiser, paper, papered, bidder, baker. 4. Butcher, bather, cracker, crank, loafer, liquor, skipper, dreary. 5. Plumber, pressure, treasurer, measure, chauffeur, shipper, sugar, leisure, library. 6. October, Friday, Saturday, rumor, trunk, strainer, meaner, creamery.

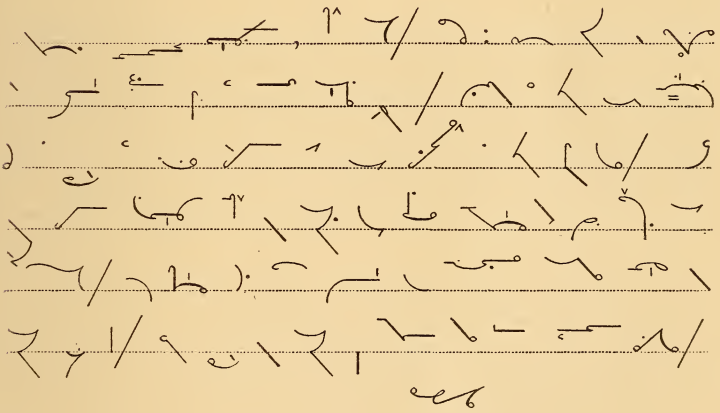
Robert Drake, Esq.,
Troy, N. Y.

Sir:

I am extremely sorry to hear that you think we may have labor troubles in our Troy mill. A strike at this time would be disastrous and calculated to destroy all hope of a prosperous spring season. If you feel that a slight increase in wages would be to our advantage and likely to settle the difficulty, I believe it might be well to yield, for I think you must realize the necessity of keeping the mill going in this crisis. But we should keep such knowledge to ourselves.

Yours respectfully,





QUESTIONS ON LESSON 22

Name the strokes to which the R-hook may be added. How are the R-hook signs obtained from the L-hook signs? How is the R-hook added to Em and En? Does the R-hook read before or after the sound of the stroke to which it is joined? When Iss, Ses or Steh is written at the beginning of a stroke, and on the side of the R-hook, what sounds are represented? What words may be added by an R-hook to a few full-length simple-consonant word-signs and to the dash-vowel word-signs?

LESSON 23

(Pages 98-99)

Mr. Philip Barber,
Fargo, N. D.

Dear Sir:

Mr. T. H. Marshall, of the Lake Shore Railroad, asks me to quote him lowest figures on five carloads of charcoal delivered in Buffalo. He says he will probably require several more carloads in the course of the next few months. In view of this, if we get the contract, would it not be well to charter the schooner Melrose and ship a full cargo from Marquette?

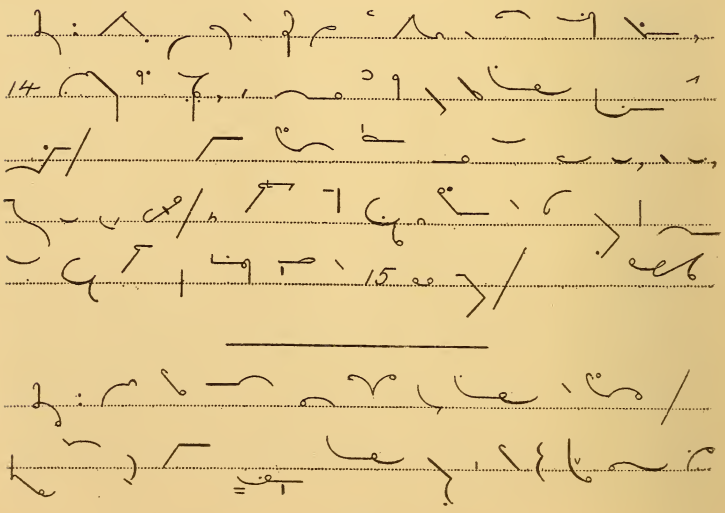
Please advise me as soon as possible what steps to take.

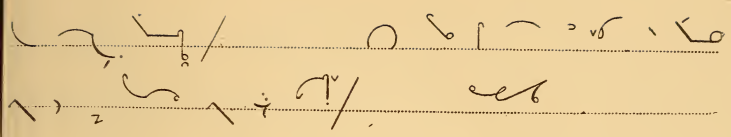
Respectfully yours,

Dear Sir:

It appears from our records that you are the owner of the property at the northeast corner of Park Avenue and Bridge Street, which is described as tract forty-two on the enclosed map. If this is correct, we should be glad to make you an offer for either the whole or a part of this property, and therefore trust that we may be favored with a reply, for which we enclose stamped and addressed envelope.

Yours sincerely,





QUESTIONS ON LESSON 23

How must a dash-vowel be written if it is to be read between the sound of a stroke and its L- or R-hook? A dot-vowel? Angles and semi-circles? When is special vocalization employed?

LESSON 24

(Pages 102-103)

Mr. Charles Blair,
Denver, Colo.

Dear Charles:

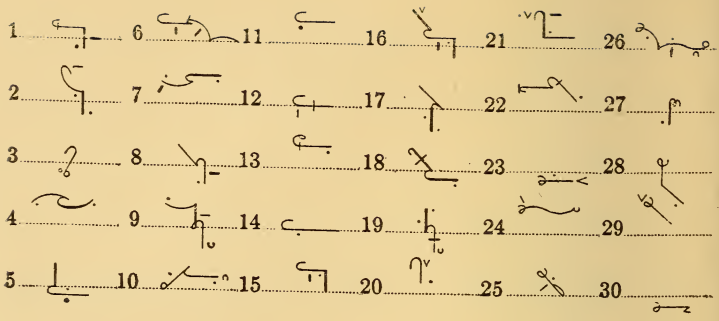
When I realized that your favor of last April was unanswered I was truly ashamed, but I think you will surely excuse me when I tell you that we are having the preliminary trials of our new apparatus at all our stores. This, together with the fact that a number of clerks and drummers had to be instructed in selling it, has not permitted me a single opportunity to write. But I was with you in spirit through all your trip thus far, and if things were only less unsettled at present I should be glad indeed to make the rest of the journey with you.

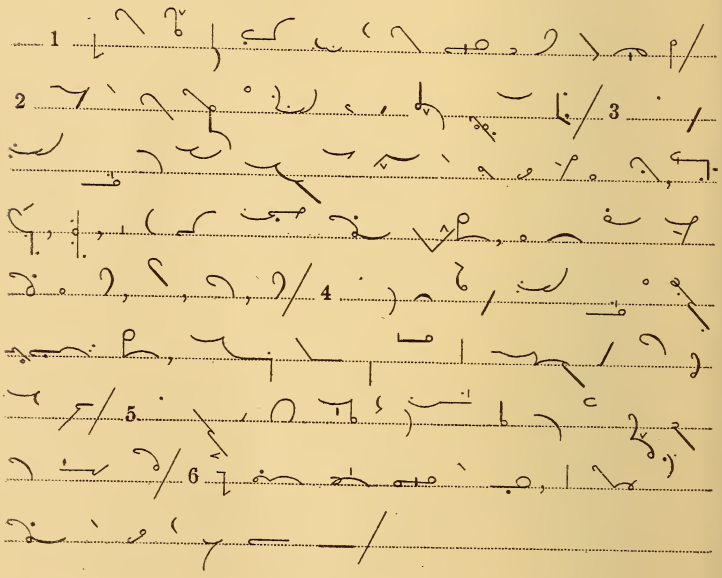
From all you say of the roads, I should think they would present insuperable obstacles for a heavy car. I remember that in some automobile trips I made in the West, the smaller cars would pass our "Six" in sandy places in the most insulting manner.

Please continue to let me hear from you and I will try in the future not to let such unseemly periods elapse between my replies.

As to the rest of the family, they are well, notwithstanding having stayed here during all the hot spell.

Sincerely,





QUESTIONS ON LESSON 24

What sound is added by the enlargement of the small L-hook? What sound is added by the enlargement of the R-hook? What is the name of the series of outlines so formed? How are these outlines vocalized? How may Iss be prefixed to the Pler and Prel signs? What words may be added by enlarging the small L-hook? The R-hook? When is the In-hook used? What word may be added by the In-hook in phrase-writing?

LESSON 25

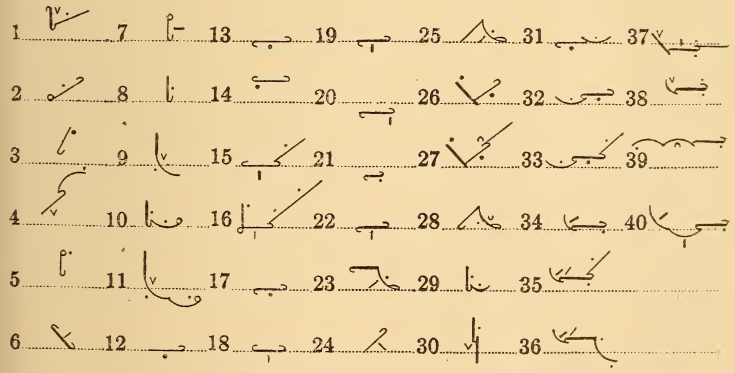
(Pages 106-107)

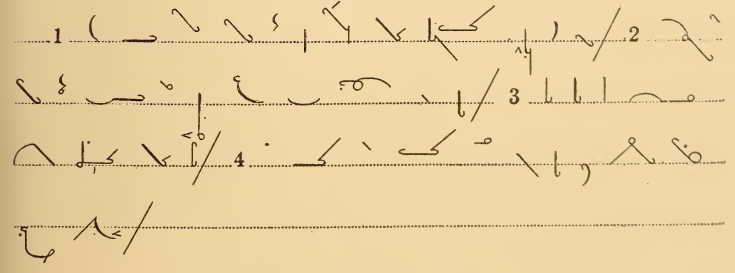
Mr. David Jevons,
Jefferson City, Mo.

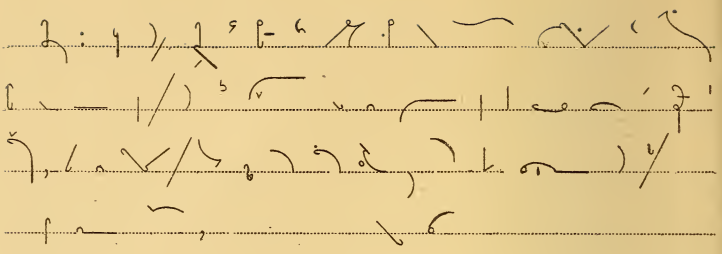
Dear Sir:

Replying to your inquiry about the mimeograph, we say that it may be briefly defined as an apparatus designed by Edison by which stencils of written pages may be made for reproducing an indefinite number of copies. In the simplest method, a sharp stylus is moved, as in writing with a lead pencil, over a sort of tough prepared paper placed on a closely grooved steel plate, and the writing is thus traced in a series of minute holes. But today, typewriting stencils are the most widely used. These are made on waxed paper prepared and sold for the purpose.

Very truly yours,







QUESTIONS ON LESSON 25

What sounds may be added by a small final hook on the circle side of any straight consonant-stroke? Does the F-hook read before or after a vowel following the stroke? Does an F-hook read before or after a *t* or *d* added by halving? What words may be added by the F-hook? How may *have* be added to the word-sign for *they?*

LESSON 26

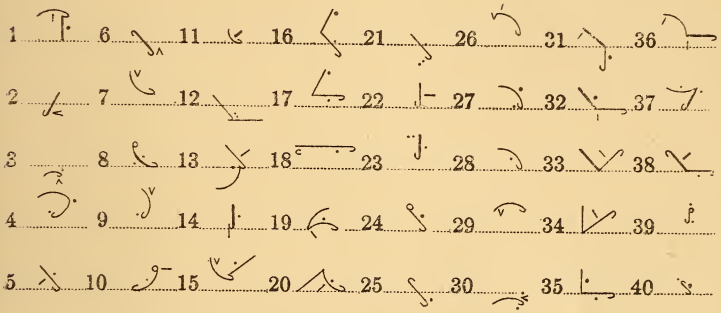
(Pages 111-113)

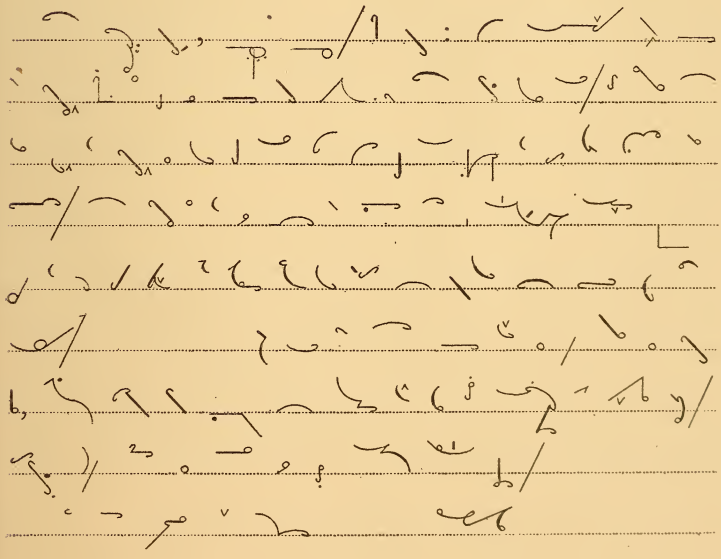
1. Allentown, Atlanta, Bayonne, Boston, Brockton, Camden. 2. Canton, Charleston, Dayton, Des Moines, Flint, Galveston, Grand Rapids. 3. Hamilton, Hoboken, Houston, Jamestown, Johnstown, Joplin, Kansas City. 4. Lawrence, Lexington, Lincoln, Lynn, Macon, Malden. 5. Montgomery, New Brittain, New Haven, New Orleans, Oakland, Portland, Richmond. 6. Sacramento, Scranton, Spokane, Taunton, Trenton, Youngstown, Cleveland.

Carbon paper, at first thought, seems to be of small importance, yet the more you think of it, the more its importance grows. The phonograph reproduces the voice, while carbon paper reproduces the written record—which is even more valuable than a library of law-books. In fact, carbon paper has served a most useful and important purpose in furnishing the records which have made possible many of the methods of present-day business.

The first carbon paper was made in England, in 1804. Like many other useful things, its origin is said to have been accidental. It was probably first used commercially early in the century, together with tissue paper, to manifold copies of price-lists of English export merchants, to be sent to their agents.

Today, carbon paper is a necessity in the conduct of business. Many millions of individual sales every day are recorded in duplicate or triplicate through the use of carbon paper. From M. P. Gould's *Where Have My Profits Gone?*





QUESTIONS ON LESSON 26

How is the hook for the sound of *n* joined to strokes? Does the N-hook read before or after a vowel following the stroke? Does the N-hook read before or after a *t* or *d* added by halving? When two distinct vowels precede a final *n* sound, how must that sound be represented? How may the sounds of *s, ss, st,* or *str* be added to the N-hook on straight strokes? How is *s* or *z* added to the N-hook on curves? Why is it that the Ens- and Enses-circles can not be used between straight strokes? How is final *ns* preceded by a curved consonant generally represented?

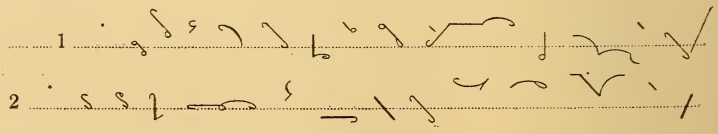
LESSON 27

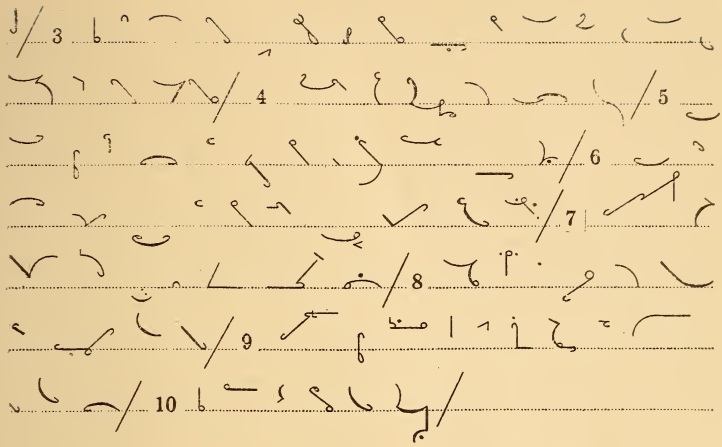
(Pages 116-117)

1. It was compliance with their own requests that caused the terrible trouble. 2. An appliance of her own contrivance, which I shall not attempt to explain, is very useful in our own business. 3. Our own interests require that we should know of our own knowledge what steps to take in this case. 4. You should not think that because of your own interest in this reform others will work for it as you do. 5. I have a comprehension of the importance of the subject, and think that a clear explanation of it would allay the apprehension concerning it. 6. My own experience has taught me that it is unwise to run such risks. 7. Some of our own men have been subpoenaed by the plaintiff. 8. We can not be sure of success until we have attained it. 9. We must exchange some of this currency for lower denominations. 10. We began work on the concrete foundation last week.

UNITED STATES CIVIL SERVICE EXAMINATIONS

Persons who wish to take examinations for appointment in the United States Civil Service should write direct to the United States Civil Service Commission. Requests made through third parties cause delay and entail unnecessary correspondence upon those parties and the Commission. No person is eligible to an examination who is not a citizen of or does not owe allegiance to the United States. Each examination is complete in itself and all subjects in an examination must be taken.



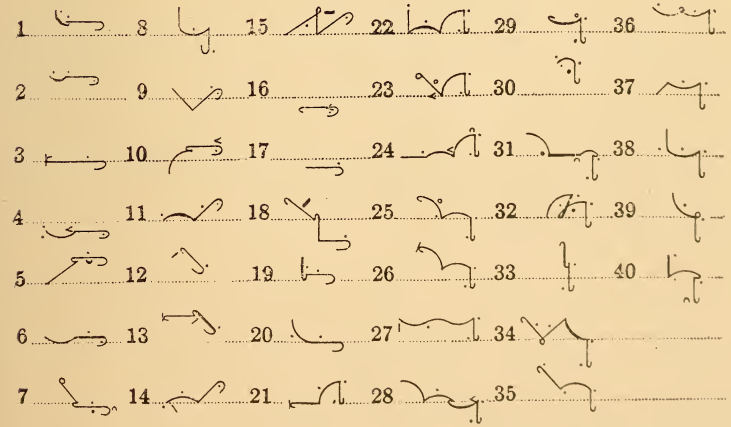


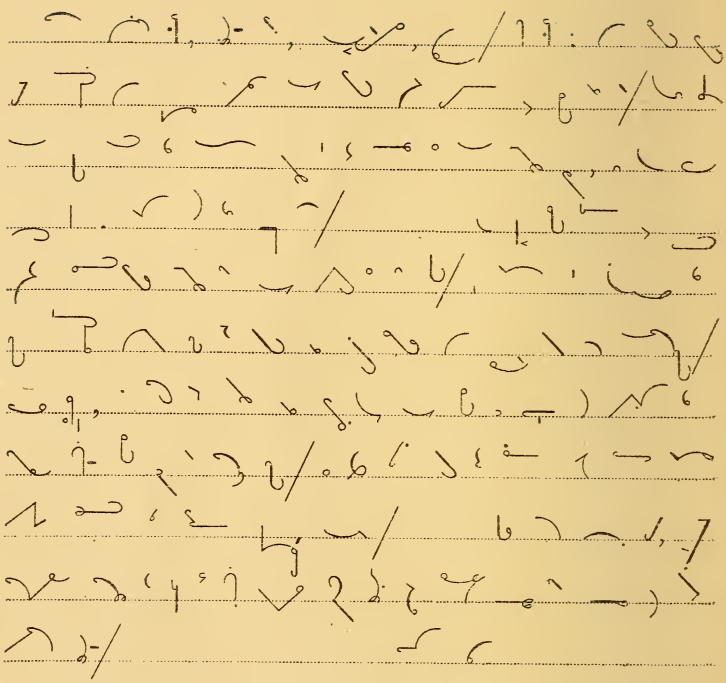
QUESTIONS ON LESSON 27

To what signs may the N-hook be joined to add *own? not? than? in? been?*

LESSON 28

(Page 122)





QUESTIONS ON LESSON 28

How may the sound of *shon* be added to any consonant-stroke? Does the Shon-hook read before or after a vowel following the stroke? How is *s* or *z* added to the Shon-hook? How may the sound of *tiv* be added to any straight stroke? Does the Tiv-hook read before or after the sound of a vowel following the stroke? How may the syllable *shon* be added to a circle at the end of a stroke? How is the Eshon-hook vocalized?

LESSON 29

(Pages 128-129)

1. Anchorage, banker, ranker, drinker. 2. Thinker, tinker, canker. 3. Hunger, stronger, finger, mongrel. 4. Fitter, fighter,

fatter, Easter, oyster, Esther, shatter, lighter, loiter. 5. Alter, falter, softer, center, swifter, neutral, neutrality. 6. Slaughter, central, winter, meter, imbitter, inveterate. 7. Fodder, folder, federal, holder, louder, shoulder, tender. 8. Slender, wonder, molder, ladder, wilder. 9. Feather, Arthur, mother, smother, smoother, anthracite.

1. The writer will report the matter at headquarters. 2. We will order another typewriter. 3. A quarterly payment is now due. 4. It is rather doubtful whether they will give their consent. 5. If they are voters, you must flatter them. 6. We thank you for your order for ten tons of anthracite coal. 7. He has been given entire charge of the plant. 8. The official reporter lives in Watertown. 9. I have injured my shoulder and need shelter. 10. Have there been any orders for ostrich feathers today?

Mr. Walter Anderson,
Boulder, Colo.

My dear Sir:

I am wondering whether my letter of yesterday ordering two six-cylinder gasoline motors was entirely clear, and so, as I rather expect to be in Boulder later in the week, I wish you would hold my order until I see you.

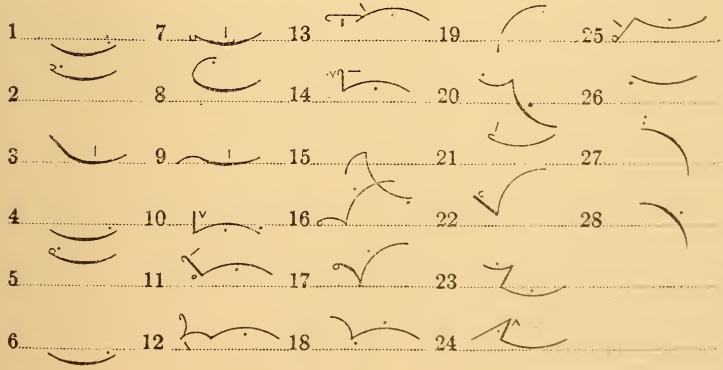
Very truly yours,

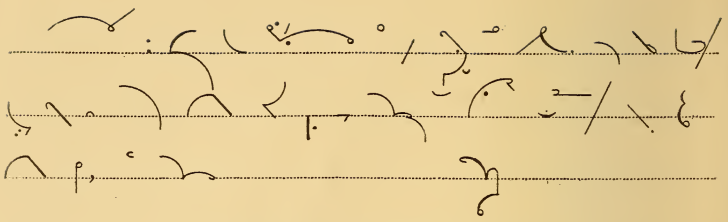
Mr. Arthur Hendrickson,
Yonkers, N. Y.

My dear Sir:

Please send me another folder advertising your new modern water meter. Next week I expect to see some people who may be interested in it; and if they are, I want to give them your advertising literature.

Cordially yours,





QUESTIONS ON LESSON 29

What sounds are added to Ing by lengthening? What sounds are added to other curves by lengthening? Does the sound added by lengthening read before or after a vowel following a lengthened stroke? When a vowel follows the sounds added by lengthening, how is the vowel treated? When a final vowel is preceded by *ter*, *der*, or *ther*, how must these sounds be represented? What determines the position of a lengthened stroke? What words may be added by the lengthening principle?

LESSON 30

(Pages 132-133)

Gentlemen:

We wish to countermand our order of yesterday to disconnect our telephone at 324 Congress Boulevard. We have decided to remain in town until the end of the month, and under the circumstances do not care to be inconvenienced by having our telephone service discontinued.

Very truly yours,

Gentlemen:

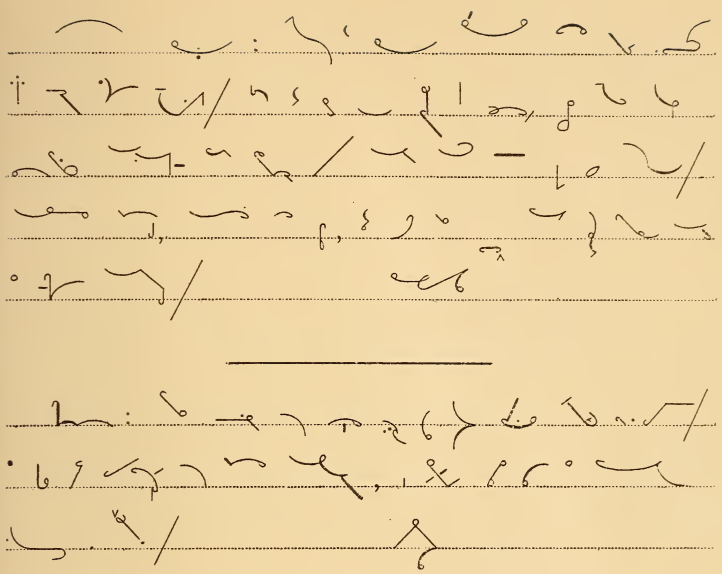
The last reports we received from your company are incomplete and contradictory. Under the circumstances, do you not think it is incumbent upon you to bear the expense to which, in consequence, we have been subjected?

Yours truly,

Gentlemen:

Your order went forward by Adams Express this forenoon. We regret, of course, that the delay has caused you so much inconvenience and discomfort, but assure you that it was not due to any negligence on our part. Your first letter was not received until Thursday afternoon.

Very truly yours,

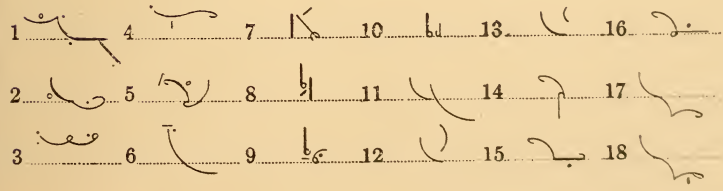


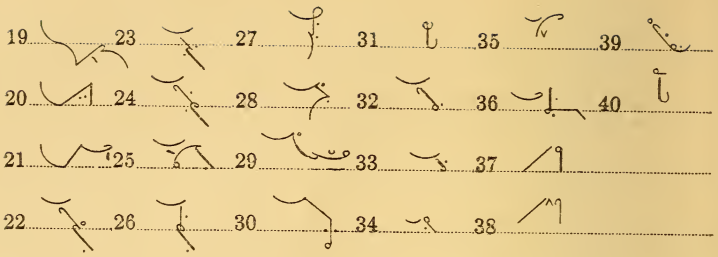
QUESTIONS ON LESSON 30

What is the prefix sign for *circum?* Of *cog?* What other prefixes does this sign represent? What is the prefix sign for *contra, contro, counter?* For *decom.* For *discon* or *discom?* For *for-e?* For *incon, incom, incog?*

LESSON 31

(Pages 136-137)





Theodore P. Shonts, Esq.,
President Interborough Rapid Transit Company,
165 Broadway, New York.

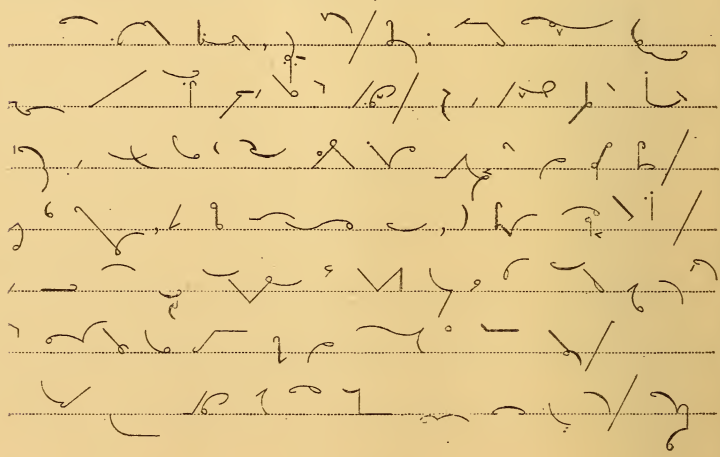
Dear Sir:

This will introduce Mr. Raymond L. Blakeley of our engineer corps. Mr. Blakeley is interested in tunneling problems and is studying them with a view to recommending improvements in our system. Any courtesies that you can extend to Mr. Blakeley will be duly appreciated.

Mr. Arthur Underwood,
Atlantic City, N. J.

Dear Sir:

The Bosch magneto with which your Overland is equipped is recognized as one of the most efficient, and as it was working perfectly last Saturday, we think the trouble in your ignition is not due to the magneto. If you can leave your car with us tomorrow afternoon, we will undertake to locate the difficulty.



QUESTIONS ON LESSON 31

What is the prefix sign for *inter, intro?* For *irrecon?* For *magni, magna?* For *miscon, miscom?* For *noncon, noncom?* For *recon, recom, recog?* For *uncom, uncon?* For *self?* For *unrecon, unrecom, unrecog?*

LESSON 32

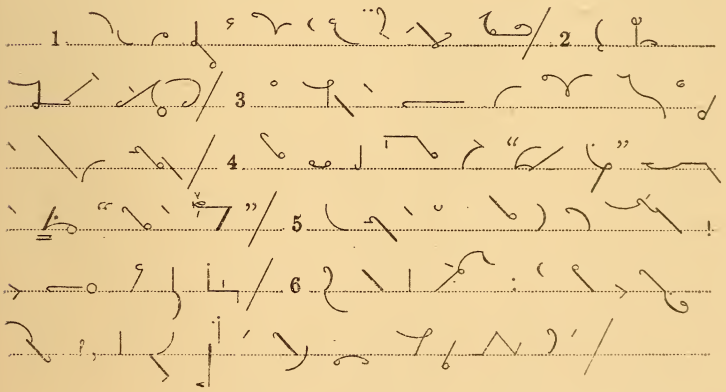
(Page 140)

Gentlemen:

Serviceableness should be a fundamental consideration in selecting a motor delivery wagon. And reliability is inseparably a part of serviceableness. It is neither sensible nor profitable to take chances knowingly in matters of your delivery system.

The reliability of our motor trucks is, we think, one of the greatest contributary factors of their popularity. Therefore, will you not kindly examine the enclosed records and satisfy yourself as to whether we are not entitled to our claim of "Reliability first?"

Very truly yours,



QUESTIONS ON LESSON 32

What is a suffix? May a word take more than one suffix at the same time? How are suffixes written whose full outlines are difficult or tiresome to write? How are the suffixes *ble, bly* written? What is the sign for *bleness, fulness, someness?* How is *ingly* written?

Give the sign for *lessness*. How are the suffixes *ility, arity, erity* expressed? What is the sign for *mental, mentality?* for *ology, alogy?* for *ship?* How is *soever* represented? How is the suffix *to* usually written? How are *into* and *unto* distinguished? Name some compound words in which *to* is represented by Petoid. Is the suffix *ever* joined or disjoined? By what sign is it represented? Name two words in which the suffix *in* is written by *En*. Name one in which the *n*-hook is used for *in*. How is the suffix *on* generally added to an outline? Name two words in which it is so written. How is the suffix *with* usually written? Name two words in which t is written with *Ith*. Name one in which it is represented by *Weh*.

QUESTIONS ON LESSON 33

When is it allowable to omit the representation of *p* when it occurs in a word? When may *k* be omitted? When is *t* commonly omitted? When may any other consonant be omitted? Name two words in the outlines for which an *l* is omitted. Name two in which an *n* is omitted; and two in which an *r* is omitted. Is it ever allowable to omit a word for the sake of increasing speed of writing? When is it allowable? Give one example each of phrase-signs in which occurs the omission of one of the following words: *a, and, from, have, on, or, the, to, your*. What numbers are usually written in shorthand instead of figures? How may the termination *ty* in numbers be expressed? What is the THer tick, and what words may it be used to represent? When may the hook of the signs for *been* or *can* be omitted? Illustrate. Give an example of the representation of *forth* by an *f*-hook and one where it is expressed by the stroke Ef. What words may occasionally be expressed by the Ster loop? Illustrate. How may *it, ought, would,* or *had* sometimes be added to word-signs? Illustrate. How may *were* be added to the signs for *who, which, such?* How may *were* be added to THer[2] when it stands for *there?* How may the phrase *as it were* be written? How may *other, another* or *whether* occasionally be added to a word-sign? What is the general method of forming special contractions for long compound names and for phrases that recur frequently? Give two illustrations each of such names and phrases.

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FIRST DICTATION (revised edition), which comprises a collection of over two hundred actual and progressively graded letters collected from businesses employing the largest number of stenographers; also articles on business subjects and practices; lists of legal, electrical, and automobile terms; names of American cities; business notices and legal forms.

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